

External Program Review Response
Health Information Management –BS degree
Health Information Technology – AAS degree

April 5, 2017

The Health Information Management and Technology programs appreciated the thorough review by our external review team at the onsite visit on February 27-28, 2017. This team consisted of one seasoned professional in health information management education and one on campus faculty members. The strengths of the programs noted by the team included:

- Standard B.a Curriculum – The program should demonstrate that the curriculum for each degree and for any general education/service course offered by the program is the result of thoughtful curriculum planning and review process.
 - Review Team’s comments – Careful ongoing review of course curriculum with appropriate changes to meet the demands of the industry [are conducted regularly].
- Standard C.e Student Learning – Demonstrate that the assessment of the program mission and student outcomes is being used to improve and further develop the program. Is the evidence acted upon? Is it clear what drives program change?
 - Review Team’s comments – Response to changes in industry and recommendations made by advisory board and preceptors [are incorporated into the curriculum].
- Standard E.a Faculty – Faculty size, composition, qualifications, and professional development activities must result from a planning process which is consistent with the program’s mission.
 - Review Team’s comments – The faculty are highly qualified, well-educated professionals. All are credentialed HIM professionals and qualified to teach the subjects assigned. All faculty teaching in these programs have completed/ or are in the process of completing doctoral degrees.
- Standard E.b. Faculty – The program maintains a core of full-time faculty sufficient to provide stability and ongoing quality improvement for the degree programs offered. The program maintains a core of full-time faculty sufficient to provide stability and ongoing quality improvement for the degree programs offered.
 - Review Team’s comments – The advisory board acknowledges the strength of the faculty. Students and graduates noted the personal feeling in the program created by the faculty. Faculty are available and approachable.
- Standard E.f Faculty - Processes are in place to determine appropriate teaching assignments and service workloads, to guide and mentor contract/adjunct faculty, and to provide adequate support for activities which implement the program's mission.
 - Review Team’s comments – Each faculty member has a clearly identified role. They all function well within that role and support and complemented each other.
- Standard E.g Faculty - Teaching is systematically monitored to assess its effectiveness, and revised periodically to reflect new objectives and to incorporate improvements based

on appropriate assessment methods. For both contract and adjunct faculty, there is evidence of:

- Effective creation and delivery of instruction.
- Ongoing evaluation and improvement of instruction.
- Innovation in instructional processes.
 - Review Team's comments – Regularly reviews course evaluations and implements changes and updates to courses as needed. Program is currently implementing new AHIMA/CAHIIM curriculum competencies.
- Standard F.a Program Support - The number and capabilities of the support staff are adequate to meet the mission and objectives of the program.
 - Review Team's comments - The Outreach and Student Recruiter and Advisor provides support to the HIM program. The 12 month administrative support position provides help to the students year-round.
- Standard G.a. Relationships with External Communities - If there are formal relationships between the program and external communities of interest they should be clearly defined.
 - Review Team's comments - The advisory committee is well established. The faculty and program director communicate regularly with the committee to address specific needs of the students/industry. The advisory committee is very supportive of the programs.